

**City of Boston
Registry Division**

REQUEST FOR A CERTIFIED COPY OF A DEATH CERTIFICATE

WHAT TO INCLUDE WITH YOUR REQUEST:

1. Request: Completed Request Form including original ink signature.
2. Payment: Certificates cost \$15.00 for the first copy and \$12 for each additional copy when ordered through the mail. Requests for records prior to 1870 require an additional \$10 research fee on a separate check, and this fee is not refundable. Payment may be made in check or money order payable to "**City of Boston.**"
3. Return: Please include a self-addressed stamped envelope.

Print out this form and return/mail to:
Registry Division - Death
One City Hall Square, Room 213
Boston, MA 02201

Number of copies requested: _____

Full name of person on the record of death

First Middle Last / Maiden Name if applicable

Date of Death: _____ Age at Time of Death: _____
Month Day Year

Exact Location of Death:

Hospital, Nursing Home, etc. City or Town

**Address where they resided at the time of their death:* _____

**Spouses Name:* _____

**Parents' Name:* _____

**These items are not required, but will assist in finding the record being requested.*

Person Requesting the Certificate: _____

Relationship of requester to subject(s) named on record: _____

Return Mailing Address: _____

Signature of Requester: _____

Daytime telephone number _____ - _____ - _____ Email: _____

____ I do **not** want the Certified Copy of this death certificate if the Cause of Death is still Pending.

A record may be **pending** if the Medical Examiner conducted an autopsy and the final results may not have been determined right away. Sometimes insurance, banks, and others do not accept a Certified Copy of a death certificate if it is still pending.

TAKE NOTE

If you are sending multiple requests for birth, death, or marriage certificates please send individual requests.
One marriage certificate and two birth certificates for events after 1870 would cost: \$15 + \$12 + \$12 = \$39 total.

If we do not have the record we will call and/or return the check in the self-addressed stamped envelope that you have included with your request.

The Registry Division is open weekdays 9am-4pm and closed on Wednesday and Holidays

www.Boston.gov/Registry

617-635-4175